

## **DRAFT Minutes: Subject to Committee Approval**

Advisory Committee on Space Allocation & Design  
March 9, 2009  
Annex Room 211

The meeting was called to order at 3:36 pm by Senator Joe Stegner, co-chair. Present were Senators Geddes, Cameron and Werk; and Representatives Denney, Black and Rusche. Absent was Representative Bedke. Also present were Jan Frew and Kelly Berard, Division of Public Works; John Maulin and Natalie Miller, CSHQA; Matt Freeman, Jeff Youtz, Glenn Harris, Adam Martineau and Robyn Lockett, Legislative Services Office; Janet Gallimore, Michelle Lynch, Linda Morton-Keithly and Marilyn Sandmeyer, Idaho State Historical Society; Jeff Tucker and Peter Morrill, Idaho Public Television; Representative Steve Hartgen, Sue Frieders, Kathleen Sullivan, Bonnie Alexander, Al Noyes, Judy Christensen and Terri Franks-Smith, Idaho House of Representatives; Sarah Jane McDonald and Jeannine Wood, Idaho Senate; and John Miller, The Associated Press.

Senator Stegner welcomed the Committee and asked them to review the minutes from the previous meeting. Senator Werk moved to approve the minutes from November 6, 2008. The motion was seconded by Senator Cameron. The ayes had it and the minutes were approved.

Jan Frew opened by providing an update on the Capitol Restoration Project. Ms. Frew explained that the mechanical, electrical, and plumbing systems installation is in progress. Rough-in is complete on the 4<sup>th</sup>, 3<sup>rd</sup>, and 2<sup>nd</sup> floors, and the 1<sup>st</sup> and Garden Level are in progress. The House and Senate Chamber desks have been installed and data systems are going in there too. Fourth floor light fixtures are installed. Plaster work and woodwork is also nearly complete on the 4<sup>th</sup> floor. Doors are being hung and carpet is being installed on the 4<sup>th</sup> floor. Once complete, the doors will be locked and secured to keep those spaces clean. Additionally, a parachute has been hung in the rotunda dome to keep the dust from getting to that space.

Ms. Frew continued by explaining that marble hearths have been installed in the 3<sup>rd</sup> floor lounges. Drywall is complete in most areas. The punch list and inspections are happening at the same time as construction. This will help to save time at the end of the project. Ms. Frew said that the scaffolding in the rotunda is down to the 2<sup>nd</sup> floor. Ms. Frew then provided the committee with a construction update on the wings. Currently, the wings are being painted and ceilings are being installed.

Ms. Frew then talked about the construction time schedule. She indicated that Jacobsen-Hunt is 28 days behind schedule. Ms. Frew continued by saying that within four weeks, the Dept. of Public Works will inform the committee whether or not that delay will impact the legislature's return to the building in November of this year. There are a few "critical path" items that have to be resolved within the next month in order for the project to be finished on time. Ms. Frew assured the committee that much analysis will go into the discussion in order to make the determination whether or not to move forward with plans to relocate to the Capitol in November 2009, or whether to begin contingency planning.

Senator Stegner asked Ms. Frew is she is more or less confident about the schedule than she was last time the committee met? He stated that we've been in this 20-day delayed range since the distemper paint incident.

Mr. Frew responded by saying that she is tracking the various construction components individually, but if any of the critical path items don't pan out, it could affect the master schedule

Representative Black asked what the "drop-dead" date to return to the Capitol will be. Will it be some days in the Annex, or a whole session in the Annex? He also asked Ms. Frew what the contingency plan will be if the schedule doesn't pan out.

Ms. Frew said that she is working with the contractor to determine some alternative plans, but that she'll know much more in 3 - 4 weeks. She added that life safety concerns are at the forefront of the discussion. The occupancy cannot be separated by floor, but the wings have separate exits, so it may work to occupy them, but not the main building, for example. Life safety is one of the major components of the contingency discussions.

The Pro Tem asked what the status of a scenario that includes extending work on weekends and nights, plus doing minor finish work after the legislature moves back in, could be accomplished.

Ms. Frew responded by saying that "substantial completion" is scheduled for November 13, 2009, not "total" completion. The final 2 - 3 months worth of work, including some ceilings and finish work is already planned for after the legislature moves back in.

Senator Stegner asked when the excavation of the front garden level will begin. Ms. Frew said that work has already begun and will progress quickly because there is a lot of marble that has to go into that space in order to tie it in to the rest of the building.

Senator Stegner then asked if the dome and stars remained intact, or whether they were altered. Ms. Frew replied that the "oculus shield" had been repainted, but the design is exactly the same. If anything, the dome will look brighter.

Mr. Youtz then presented three proposals for the committee's consideration dealing with the operation of visitor and facility services. He opened up the discussion by pointing out that the Legislature, by statute, and operationally, now has jurisdiction over four of the five floors of the Idaho Capitol Building, including the wings, and that this responsibility will require a coordinated and well-managed approach to handling an influx of interest and visitors to the facility, while at the same time protecting the historical integrity of the newly restored and expanded Capitol Building.

1. Assign a Visitor and Facility Services Coordinator position in the Legislative Services Office:
  - Coordinate and manage the visitor information functions, including the visitor information counter in the Garden Level and coordination of visitor tours from school groups and regular tour groups.
  - Oversee the souvenir and gift shop as well, likely through a management agreement with the Idaho State Historical Society to actually run the gift shop.
  - Oversee the concession contract for the operation of the joint House and Senate dining room.

- Coordinate through the Pro Tem and Speaker's offices the scheduling and location of interim committee meetings and other special events for the hearing rooms and chambers, such as Boys and Girls State, Buy Idaho, Home School Day, etc.
  - Coordinate use of the new hearing rooms during the interim by state agencies for meetings and conferences.
  - Work closely with the Capitol Curator (see # 3 below) and the Capitol Commission in enforcing policies on historical displays, artifacts, works of art, and furniture.
  - There would be no fiscal impact to this proposal because the current relocation specialist position in LSO would be reassigned as the Visitor and Facility Services Coordinator.
2. Create an on-going joint advisory committee of the Senate and House to address visitor and facility service issues:
- This committee would provide ongoing input and direction to the Visitor and Facility Services Coordinator.
  - Provide coordination between the Legislature, the Capitol Commission and other state agencies.
  - Address long term planning needs for the Legislature regarding facility issues.
3. Assign a Capitol Curator position within the Idaho State Historical Society:
- Preserve and maintain the interior design and furnishings of all space within the Capitol Building so that the historical integrity of the newly restored and expanded Capitol Building is maintained.
  - The position would maintain a complete inventory of the historic furnishings and artifact collection.
  - Manage all permanent and temporary exhibits, make recommendations for any maintenance, restoration or storage requirements, and oversee and enforce any protocols adopted by the Capitol Commission concerning collections, displays and furnishings.
  - The Capitol Curator position would refer any and all architectural issues to the Division of Public Works and CSHQA for recommendations, subject to and consistent with any guidelines or protocols adopted by the Capitol Commission.

Senator Stegner asked about whose role is it to add these positions and also create the committee.

Mr. Youtz replied that it's the role of the Legislature to make a decision about the Visitor and Facility Services position and the operation and functions that take place on the floors controlled by the Legislature. This is also true for appointing an ongoing Advisory Committee. This Space Allocation and Design Committee could appropriately make a recommendation to the Legislative Council on those two items. The Capitol Curator position likely would be a Capitol Commission decision, although it would be fine for this committee to offer a recommendation to them if you feel

it is appropriate. He added that both positions are currently funded as part of the Capitol Restoration Project

Senator Stegner then asked who decides on the responsibilities of the positions.

Mr. Youtz said that the Capitol Commission is currently developing protocols for historical displays, temporary displays and general approaches to artwork and private office decor, that would apply to the Curator position. But the legislative branch would determine the operational responsibilities of the Visitor and Facility Services position.

Representative Bedke asked if there is already Idaho Code authority within the Historical Society's jurisdiction that outlines the Capitol Curator position and if not, whether this prescription would be necessary?

Mr. Youtz replied that he did not believe a statutory description of the curator function was currently in code, or even necessary for this effort, since the Capitol Commission will be addressing this issue with specific written guidelines.

Senator Cameron asked if the funding for the curator and the visitor services positions continues beyond the relocation project, especially in light of recent state budget cuts and holdbacks.

Mr. Youtz responded by saying that these positions are currently funded with monies from the cigarette taxes earmarked for the restoration project. The LSO position is an ongoing position, but the Historical Society position would have to be designated as a permanent position since it is one of four "limited service" positions that the ISHS currently has. These would not be funded with general funds and he does not anticipate their funding to be impacted by budget holdbacks, although any budget decisions will ultimately be made by JFAC.

Representative Black asked if there were visitor tours funded prior to moving out of the Capitol.

Director Gallimore stated that the Historical Society used to have a tour coordinator, but the funding was cut several years ago.

Senator Stegner asked if the Capitol Curator position would be part time or full-time?

Mr. Youtz said he was frankly unsure about this, and that the details about the demands on the position would be determined by the Historical Society and the Capitol Commission, but likely wouldn't be known until we actually move back in the Capitol Building.

The Speaker asked how the Visitor and Facility Services position would intersect with the Bill Room and the Information Center functions, and what Mr. Youtz's vision for the position would be.

Mr. Youtz said that all of the legislative session functions would remain as they exist now. The House and Senate would continue to operate the Legislative Information Center and the Bill Room. The intent is not to change the current operations of the House and Senate with this position, but have this position handle the added responsibilities that are anticipated with the reopening of the newly restored and expanded Capitol Building.

Senator Stegner added that many of the exact details regarding this position are yet to be determined, but he believes the new position was conceived to be separate and unique from the existing House/Senate functions.

Representative Black asked how the gift shop will be run. He asked whether it will be run by volunteers or staff and what the hours of operation might be.

Mr. Youtz said that the Historical Society is currently developing a business plan for the gift shop, and that at this point there are still some details to be worked out. What we are looking for from this committee is a general management approach so we can move forward to implement a plan prior to our move back into the Capitol.

Janet Gallimore said that the Historical Museum's gift shop is now being run by staff. They are currently evaluating effective business models and taking a retail approach to that gift shop. She expects there will be a volunteer component to the gift shop, but said it cannot be run effectively solely under volunteer leadership.

Mr. Youtz added that he expects the gift shop to be self-supporting, and even profitable in the long term.

Senator Stegner agreed that there's a real opportunity here for the gift shop to be a money making operation.

Representative Black wondered if perhaps one position could handle everything initially, and that it could work into two positions over time.

The Pro Tem asked about the inventory system envisioned by the Capitol Curator position, and stated that the Senate uses their Sergeant at Arms to do their inventory tracking now.

Mr. Youtz stated that some inventory tracking could still be handled by the House and Senate for historical pieces, but that all the new furniture that will be purchased is through a single state RFP, and won't necessarily be the individual property of the House and Senate, and therefore should be handled, perhaps, through a centralized inventory process.

Senator Werk stated that the Capitol will be an operating museum once the renovation is complete. In the past, things got changed, altered, and moved. Consequently, it's vital that we have a professional curator who can maintain the space once it's resorted. He thinks that position is critical.

Senator Stegner said that he and Rep. Bedke are very familiar with the memo sent from Mr. Youtz with these proposals, but perhaps other members of the committee need more time and information before making a recommendation about the proposals for visitor and facility services staffing and the capitol curator position.

Representative Rusche asked what the timeline on this issue will be.

Mr. Youtz responded that it could be done in conjunction with the spring Legislative Council meeting, but that an overall approach needs to be determined before too long to provide time to plan ahead.

Senator Stegner agreed. He said the committee will plan to take this up at the Legislative Council meeting. The Committee will meet the day before the Council and the intent would be to make a determination at that time.

Robyn Lockett then updated the committee on the relocation and furniture status of the Capitol project. She said that she's been working to select furniture for over a year. Several groups have helped provide direction on the style and function of the Capitol furniture, including:

- Capitol Commission
- All Executive Branch Agencies
- Historical Society
- Dept. of Administration – Division of Public Works
- The furniture sub-committee of the Space Allocation Committee

Ms. Lockett explained that new furniture was specified for most of the space in the wings and as in-fill within the main Capitol as well. All existing furniture that is mahogany in color and in good shape will be returned and reused in the Capitol. Pieces that aren't in great condition or don't fit the styling of the building will be surplus to other state agencies. And, depending on the future use of the Annex, some of the existing furniture could remain in that space for future use.

Additionally, Ms. Lockett said that the furniture bid package is complete and is currently out for bid. The timeline established by the Dept. of Purchasing is rather lengthy, so the winning bids and vendors will not be under contract until May. Then, the furniture manufacturing process will begin in June, allowing 16 weeks for fabrication and delivery. The industry standard is 8 – 12 weeks, so she is confident that the vendors will have adequate time to build the new furniture.

Ms. Lockett then updated the committee on the status of the move back into the Capitol. She stated that beginning as early as October she plans to move new furniture into the building. In November, as soon as building occupancy is established with the contractors, she'll move people, boxes, existing furniture, and the IT infrastructure from the Annex to the renovated Capitol.

Lastly, Ms. Lockett said that later this month she will be sending out a memo that outlines packing up protocols. Any secretaries or attaches who won't be working with interim committees or don't need an office during the summer should pack up before they leave this spring. Ms. Lockett will provide boxes and clear directions so everyone knows what to expect.

Michelle Lynch updated the committee on the status of the historical furniture. She said that one-quarter of the restoration is already complete and the furniture looks beautiful. She showed the committee a sample of a restored chair and a restored coat tree. Then, Ms. Lynch explained that the legislative portrait restoration process is also going well. The uniform frames are being assembled and each portrait is being digitally scanned and reprinted. The original portraits will be stored in a climate controlled space within the Historical Society's warehouse. Once restored, the framed portraits will be hung in the 3<sup>rd</sup> floor Chamber hallways and in the wings hallways. Ms. Lynch also explained that the Historical Society plans to provide Capitol visitors with a brochure that outlines the location of each portrait.

Senator Stegner asked if the brochure can identify the name of each legislator, plus their county and district number. Ms. Lynch said, "yes."

Mr. Youtz explained that each new committee room in the wings will have framed historical photos for decoration. The photographs will be themed to fit the content of the committees that meet in each room. He explained that the committee needs to select a frame style for the photographs and the photographs themselves.

Linda Morton-Keithly showed the committee samples of photographs that the Historical Society has in their archives. There were examples of locations and scenes from across the state, as well as historical documents, signs, and other relevant photos.

Senator Stegner said that Natalie Miller, the Capitol interior designer, should get involved in making the decision. The committee needs a professional to recommend a photo size, frame, and the overall presentation on the wall and hopes that Ms. Miller will be willing to help.

Ms. Morton-Keithly said that she'd be happy to work with Ms. Miller and Ms. Lockett on this project and bring recommendations back to the committee at the May meeting.

Senator Stegner asked if there will be a label on the images that identifies what is happening in the photos. Ms. Morton-Keithly said, "yes" so long as there is no objection from the committee. The committee did not object and Ms. Morton-Keithly agreed to work on the identification labels as well.

The committee moved on to the next agenda item. Mr. Youtz said that how the legislature uses technology in the new Capitol will be important. He described the equipment display options that the committee should consider and what, if anything should go in the following locations:

- House & Senate Chambers
- 4<sup>th</sup> Floor Public Gallery
- 3<sup>rd</sup> Floor Public Lounge
- House & Senate Lounges
- Committee Hearing Rooms
- Visitor Information Desk
- Conference Rooms

Senator Werk asked Mr. Youtz what would be shown on the various display screens. Mr. Youtz responded that is what the committee needs to determine as well. Discussion of the various technology options continued and Senator Werk said that he is continually frustrated by the lack of technology in the committee hearing rooms. He sees the need for updated technology in the renovated Capitol, especially after spending time on the JFAC Committee.

Senator Stegner added that the committee has worked long and hard to decide whether flat screen monitors or projectors would work best in the committee rooms. Ultimately, they decided that projectors would work best. Mr. Youtz added that \$100,000 has already been spent to purchase and install the projector screens. Because they are integrated into the ceiling, they had to be accommodated during construction. Additionally, there will be about \$200,000 in infrastructure costs maintain the computer and phone network. Therefore, about \$200,000 remains in the Capitol

Commission budget. These funds would be used to pay for the various costs options that are under consideration.

Representative Bedke said that the House met prior to today's meeting and came to a resolution for their display technology. After some discussion, the House made the following determinations:

- Chambers: Manual calendar board and continue laptop voting
- Public Gallery (4th Fl.): 2 flat screen TVs that show calendar, voting, and floor debate
- Member Lounge: Flat screen TV with cable
- Caucus Rooms: Flat screen TV with cable (one per room)
- Open room on 4th room (E413): Open room on 4th room
- Entrance to the Wings: Manual reader board to show committee agendas
- Large Committee Room (EW42): Video Conferencing Unit
- All Committee Rooms: Projectors for all hearing rooms, if funds allow

Senator Stegner said that the Senate hasn't made their determinations yet, but they have the same concerns that the House did about hanging anything in the chambers now that they are so nicely restored.

Senator Davis said that the Senate will design their space as they see fit.

Senator Cameron pointed out that in JFAC room they opted to use laptops only because there is no need for two screens in a single space. But what should be considered, is how the committee rooms function for the public. The committee discussed the 3<sup>rd</sup> floor public lounge, the welcome room, and the entrances to the wings, as well as "on-demand" printing.

Representative Rusche asked if there was a way to send the committee agendas to a flat screen monitor, just like is done on the legislature's homepage now? Mr. Youtz responded that it may be best to meet with consultants who can create an overall master plan.

Representative Bedke stated that the House has come to closure on all the technology issues and he reiterated the earlier determinations. Additionally, he noted that the House would like video conferencing in room EW42 instead of EW05.

Mr. Youtz said that LSO now understands the House's decisions and will put together their request and cost them out, and then do the same for the Senate. If any funds remain, he will let the committee know and give them the option to add more technology.

Finally, Mr. Youtz reminded the committee that tours of the Capitol are no longer available. Exceptions will be made for anyone who needs to see a specific space as it relates directly to the construction. Senator Stegner said that Senate leadership may need to see the space in order to make their display technology determinations. Mr. Youtz agreed.

The committee adjourned at 5:55 pm.